



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 28.4

Subject: Building and Safety Codes for Youth Development Centers and DCS Group Homes

Supersedes: DCS 28.4, 08/01/03

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: 05/15/97

Revision date: 11/01/04

Application

To Youth Development Center Superintendents, Facility Managers, Facility Safety Officers, Director of DCS Group Homes and Director of Facilities and Support Services

Authority: TCA 37-5-101; TCA 37-5-102; TCA 37-5-106

Policy

The Department of Children's Services shall ensure that all DCS facility renovations, additions, and new construction comply with appropriate building and safety codes.

Procedures

A. Role of Capital Projects Management

1. The Department of Finance and Administration (F&A), Office of Capital Projects Management shall administer all requests for Department of Children's Services facility renovations, additions and new construction projects requested through the capital budget that is funded by the legislature and approved by the State Building Commission.
2. All Department of Children's Services projects administered by the F & A Capital Projects Management Office shall comply with applicable building and fire safety codes.

3. Project plans shall be reviewed and approved by the State Fire Marshall prior to the actual start of construction.

**B. Role of DCS
Director of
Facilities and
Support Services**

The DCS Director of Facilities and Support Services shall:

1. Review minor facility renovations or additions requested by youth development center superintendents or DCS group home directors for code compliance.
2. Provide appropriate technical assistance when needed to determine code compliance.
3. Ensure that the F & A Capital Projects Management Office requests the State Fire Marshal to review the plans for each approved Tennessee Department of Children's Services project for fire and building code compliance.

Forms

None

Collateral Documents

None

Standards

ACA 3-JTS-2A-01

ACA 3-JCRF-2A-01

DCS Practice Model Standard - 8-306